

AP 8.750 Establishment and Maintenance of Change Funds			
Appendix A - Change Fund Procedures - Tasks/Responsibilities			
<u>Change Fund Activity</u>	<u>Form</u>	<u>Responsible Party</u>	<u>Procedures</u>
Establish Change Fund	CF-1	Program Personnel	1. Initiate CF-1, assigns Custodian and Alternate Custodian
		Program Head	2. Approve CF-1
		Fiscal Administrator	3. Reviews and approves Custodian and Alternate Custodian and identifies account to advance funds. Submit completed CF-1 to Treasury Office
			Note: G-funds are not allowed to be used to advance funds for new change funds
		Treasury Office	4. Treasury Officer reviews and approves (or disapproves) CF-1 and notifies Fiscal Administrator
		Treasury Office	5. Treasury Office creates KFS vendor for Custodian and Alternate Custodian
		Treasury Office	6. Treasury Office initiates Disbursement Voucher (DV) eDocument for change fund advance
		Custodian	7. Once check is received from Disbursing Office, provide confirmation to Treasury Office, cash check, count and verify change fund amount and secure cash
Change in Custodian or Alternate Custodian	CF-1	Program Personnel	1. Initiate CF-1 to identify change in Custodian or Alternate Custodian
		Program Head	2. Approve CF-1
		Fiscal Administrator	3. Reviews and approves change in Custodian or Alternate Custodian. Submit completed CF-1 to Treasury Office
		Treasury Office	4. Treasury Officer reviews and approves (or disapproves) CF-1 and notifies Fiscal Administrator
		Treasury Office	5. Treasury Office updates vendors in KFS, as applicable
	CF-2	Custodians and Fiscal Administrator	1. Complete CF-2 at Custodian change over
Increase to Change Fund	CF-1	Custodian	1. Identify need to increase change fund amount
		Custodian	2. Initiate CF-1 to request permanent or temporary change fund increase and identify account to advance funds
		Program Head	3. Approve CF-1
		Fiscal Administrator	4. Reviews and approves increase. Submit completed CF-1 to Treasury Office
			Note: G-funds are not allowed to be used to fund new change funds
		Treasury Office	5. Treasury Officer reviews and approves (or disapproves) CF-1 and notifies Fiscal Administrator
		Treasury Office	6. Treasury Office initiates DV to advance funds for increase
Custodian	7. Once check is received from Disbursing Office, provide confirmation to Treasury Office, cash check, count and verify change fund amount and secure cash		

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Decrease or Closure to Change Fund		Custodian	1. Identify closure of change fund or decrease to change fund amount
	CF-1	Custodian	2. Initiate CF-1 to request decrease or closure of change fund.
	CF-2	Custodian	3. Complete CF-2
		Program Head	4. Approve CF-1
		Fiscal Administrator	5. Reviews decrease or closure and approves. Submit completed CF-1 to Treasury Office
		Treasury Office	6. Treasury Officer reviews and approves (or disapproves) CF-1 and notifies Fiscal Administrator
		Treasury Office	Note: Decrease or closure of change fund initially funded by G-funds require specific procedures to refund funds to the State; Treasury Officer to send instructions via email
		Custodian	7. Once approval received, for non-G-fund decreases or closure; deposit cash (do not combine with other deposits) and prepare KFS Advance Deposit (AD eDocument)
			Note: Record entry to offset original account used to fund the advance for the change fund
Temporary Increase in Change Fund for Registration	CF-4	Treasury Office	1. Treasury Office will send out email to Registration related change fund Custodians to submit CF-4 for temporary change fund increase for Spring, Summer and Fall sessions
		Custodian and Fiscal Administrator	2. Submit completed CF-4 to Treasury Office
		Treasury Office	3. Treasury Officer reviews and approves (or disapproves) CF-1 and notifies Fiscal Administrator
		Treasury Office	4. Treasury Office initiates DV to advance funds for increase
		Custodian	5. Once check is received from Disbursing Office, provide confirmation to Treasury Office, cash check, count and verify change fund amount and secure cash
		Treasury Office	6. Upon completion of registration period, Treasury Office will send email request for temporary change funds to be returned
		Custodian	7. Deposits temporary registration change fund and prepare KFS AD eDocument
Cash Count	CF-2	Custodian	1. Conduct cash counts at end of each session change fund utilized. On a weekly basis (or more frequently as necessary), document confirmation of cash count on Form CF-2.
		Custodian	2. If any overage or shortage in fund, notify the Fiscal Administrator and see steps below

<u>Change Fund Activity</u>	<u>Form</u>	<u>Responsible Party</u>	<u>Procedures</u>
Shortage and Overages			Note: If any single incidence of cash shortage or overage of \$25 or more, complete process below immediately; otherwise, for all amounts less than \$25.00, compile shortages and overages for the month and complete CF-3 based on net amount
Change Fund Overage	CF-3	Custodian	1. Submit CF-2 form with overage to Fiscal Administrator.
		Custodian	2. Research cause for overage.
		Custodian	3. Prepare CF-3.
		Fiscal Administrator	4. Verify cash count (CF-2) and review CF-3 prepared by Custodian.
		Program Head	5. Approve CF-3
		Custodian	6. Once CF-2 and CF-3 approved by Fiscal Administrator and Program Head, record overage in KFS eDocument (AD or Distribution of Income and Expense (DI)) and add adhoc approval to Treasury Officer
		Custodian	Note: All overages shall be deposited to G00 General Fund account 9992xx.
			Use object code 0860 - Unclaimed Moneys/Cash Over to record cash overages.
			If cash overage identified at time of deposit, record on AD eDoc. If cash overage identified after deposit recorded, record reclassification correction via DI eDoc (i.e. Debit revenue account and Credit G00 General Fund account 9992xx-0860).
		Treasury Officer	7. Review and approve AD, ensuring the proper G00 G-fund account is used for overage/net overage
Change Fund Shortage	CF-3	Custodian	1. Submit CF-2 form with shortage to Fiscal Administrator.
		Custodian	2. Research cause for overage and document corrective action
		Custodian	3. Contact Campus Security or Police, if necessary to file a report.
		Custodian	3. Prepare CF-3.
		Fiscal Administrator	4. Verify cash count (CF-2) and review CF-3 prepared by Custodian.
		Program Head	5. Approve CF-3
		Custodian	6. Once CF-2 and CF-3 approved, initiate DV or DI eDocument. Departmental operating account must cover change fund shortages; attach campus security or police report if applicable
			Note: Use object code 7204 - Cash Short to record cash shortages.
			Use DV eDoc to replenish change fund for cash shortage or DI eDoc to reclassify shortage to revenue account (i.e. Debit Department Account-7204 and Credit Revenue account).
		Custodian	7. Add adhoc approval to Treasury Officer.
		Treasury Officer	8. Review and approve DV eDocument and notify Internal Audit if necessary.